



INDIANA SUPREME COURT
DIVISION OF STATE COURT ADMINISTRATION

FAMILY COURT PROJECT

**Grant Application Packet
Phase V
2008-2009**

APPLICATION DEADLINE – AUGUST 1, 2007



FAMILY COURT HISTORY

The Family Court Project was initiated in 1999 as a cooperative effort between the General Assembly and the Indiana Supreme Court. The purpose of the Project is to develop common sense models to serve children and families better in our courts. The core component of the Family Court Project is judicial coordination of multiple cases involving the same family. This coordination avoids inconsistent orders for families and promotes more informed decision-making.

Beginning in 2000, three pilot counties developed effective family court models under the administration of the Division of State Court Administration, with guidance from a statewide Family Court Task Force.

In 2002, Phase II of the Family Court Project was extended to six additional counties. Phase III began in 2004 with the selection of eight new family court counties. Phase IV began in January of 2006 with the addition of two counties and one multiple county project covering four counties.

Currently there are twenty-three family court counties. While all projects must include some type of judicial coordination of multiple case families, programming has expanded to include non-adversarial dispute resolution and other programming for high-risk, low-income, and/or pro se families. The original counties remain actively involved in the Project and continue to share ideas and mentor new pilot counties.

Detailed information about the Family Court Project is available at the website at www.in.gov/judiciary/family-court/.

FAMILY COURT GRANT APPLICATION PROCEDURE

Eligible courts must submit an application to the Indiana Supreme Court, Division of State Court Administration, to the attention of the Family Court Project Manager. Applicants must provide a description of the proposed use of the funds and a budget detail of how the funds will be used. County matching funds are not required for this grant; however, the family court grant funds are intended to serve as seed money, so successful applicants will be encouraged to develop other sources of funding as the family court grant is phased out over a period of four to six years.

Contact the family court project manager, Loretta Oleksy, at 317.232.2542 or loleksy@courts.state.in.us if you are interested in applying for a family court grant. Ms. Oleksy is available to walk you through the critical components of the application and assist you throughout the application process. Ms. Oleksy will work with each applicant county by phone or e-mail, but would prefer to meet in each county in a working session format, whenever feasible.

Programming Options

Coordination of Multiple-Case Families. The core component of the Family Court Project is coordination of multiple cases involving the same family. Indiana's current judicial system often does not deal with the family as a whole. Instead, the legal problems of the family are separated and compartmentalized for judicial resolution, sometimes before two or three different judges. Take for example the family who enters the judicial system with a wide variety of problems:

The oldest child is in a youth shelter based on acts of delinquency related to substance abuse, father and mother are involved in a post-divorce visitation dispute and child support contempt proceeding, father is being sentenced for driving while intoxicated, mother recently obtained a protective order against father, the prosecutor has initiated a paternity proceeding against mother's live-in boyfriend regarding her youngest child, and the boyfriend's biological children are the subject of a Child In Need of Services (CHINS) neglect case.

Dealing with each of these matters as a separate and independent case may result in uninformed decision-making, conflicting orders, and fragmented service delivery. The safety of family members and children may be at risk.

Multiple-case coordination can take many forms. Some counties have chosen a One Judge-One Family model, in which all of a family's related cases are bundled together and heard by the same judge. Other counties may bundle multiple cases together for a limited time and return the cases to the original court upon resolution. Still other counties retain each case in the original court, but devise a system to share information among the courts in order to avoid inconsistent orders. The type of case coordination or information sharing your project uses will depend on the structure and needs of your individual courts. **Every family court project must**

screen for and provide some type of coordination and/or information sharing for multiple case families.

Affordable Alternative Dispute Resolution (ADR). Families can benefit from affordable services that enable them to resolve their own disputes with the assistance of a neutral professional, and to take increased responsibility and ownership in the result. ADR programming can take several forms, including (1) mediation, which uses a registered mediator to help parties resolve pending cases in accordance with the ADR Rules, and (2) facilitation, a more flexible model that uses a “neutral” to help parties reach resolution but which is not subject to the ADR Rules. Some counties are beginning to provide parenting coordination, which is used to help high conflict families devise and comply with parenting time plans. If your county does not have an existing ADR Plan under IC 33-23-6, the family court is encouraged to consider initiating one if it is consistent with your programming goals. The Division of State Court Administration offers assistance to counties wishing to develop an ADR Plan.

Service Referral and Service Coordination. Many families need assistance locating affordable services, such as counseling, substance abuse treatment, and supervised visitation, to name a few. This is particularly true for families in custody and domestic violence cases who are not eligible for services through the Department of Child Services or other community safety nets. Families with mental health or other chronic conditions need greater assistance to understand and comply with court orders essential to the safety of their children. Some family court projects use family court personnel to refer families to necessary services. Depending upon the program and the party’s needs, service referral may include a wide range of services, including an intake meeting with family members to discuss needs, explain orders, and help determine the type of needed service and available options or monitoring to ensure that court ordered services are obtained.

Assistance for Families Without Attorneys. Increasing numbers of pro se parties need assistance in filing appropriate pleadings and presenting needed documentation to the court in family law cases. Some counties have chosen to coordinate a volunteer *pro se* help desk or legal clinic to answer basic legal questions and help *pro se* litigants obtain access to and complete basic pleading forms.

Other Programming. Other programming may include a family focus in special needs areas such as truancy, special services for children at risk of delinquency, or drug court programming which addresses the needs of adults and/or children in CHINS, divorce, or paternity cases.

Reporting Requirements

Courts receiving grants must submit annual data and financial reports to the Indiana Supreme Court, Division of State Court Administration. We will provide you with forms for the reports, which will require you to collect and report data, including the number of families served by each program type, the average length of services provided, and the total number of persons served, as well as information regarding your program revenues and expenses.

In addition, each program must submit a manual of operating procedures and forms at the end of the two-year grant period.

Each applicant must also execute a statement of Grant Terms and Conditions annually.

Project Period

Phase V of the Family Court Project covers the period from January 1, 2008 – December 31, 2009. Initial grants will be for the 2008 calendar year. The grants are automatically renewable for a second year without further application, absent exceptional circumstances.

Grant Award Amounts

Grant amounts typically range between \$10,000 and \$40,000 for new projects, although larger requests may be considered for multi-county projects.

Multiple County Projects

Counties that want to form a multiple-county family court project should file only one application. The application form and any attachments from the individual counties shall be filed together in one packet. The application shall state under question 5 the programming that will be provided in each of the counties, and any aspects of the programming that will be unique to one or more of the counties. Any question in the application requiring information about the applicant county, should provide the requested information for each of the multiple counties. For example, question 4 would state the judicial structure for each of the multiple counties.

Due Date And Submission

Your application must be received in the office of the Indiana Supreme Court, Division of State Court Administration, **on or before August 1, 2007**, at 115 W. Washington Street, Suite 1080, Indianapolis, IN 46204. You may fax a copy to the attention of Family Court Project Manager Loretta Oleksy at 317.233.6586 or send an electronic copy to loleksy@courts.state.in.us, with an original to follow at the above address. Electronic copies of the application are available on the Family Court Website at www.in.gov/judiciary.

2008-2009 GRANT TERMS AND CONDITIONS

In order to receive Family Court funds, each applicant must agree to the following grant terms and conditions. The requesting judge (or judges, in the case of a multiple-county applicant) must initial in front of each term and condition where indicated.

_____ **Use and maintenance of grant funds, and modification of use.** The grant funds may be used only for the purposes listed in your Family Court Application. A request to amend the purpose for which the grant funds may be spent shall be filed in writing with the Division of State Court Administration for approval. Family Court grant funds must be maintained separately from all other grant funds. Grant funds do not revert to the General Fund at any time, and they do not have to be spent by a certain date unless it is determined that the county is not implementing its project in a reasonably prompt manner. The Supreme Court may request the return of unspent grant funds if the applicant county fails to comply with these terms and conditions.

_____ **Judicial coordination and/or information sharing regarding multiple-case families.** Every county must screen for and provide some type of judicial coordination and/or information sharing regarding multiple cases involving the same family as one of its program types.

_____ **Family court project manager.** Each grant recipient will have access to the state family court project manager throughout the project period by phone, e-mail, and site visits. Each family court will meet individually with the project manager as necessary. Site visits will be scheduled periodically to assist in program development and community awareness.

_____ **Data collection.** The county will maintain data on each type of program provided by the project and each family served. The data on each family shall include: referral source, type and length of service provided, incidence of multiple-case families, incidence and type of at-risk social factors, type of ADR provided and settlement rates, and use of Supreme Court approved family court rules.

_____ **Annual Data Report.** The county will submit an annual data report on forms provided by and on a schedule determined by the Division of State Court Administration. The Report may also require narrative and evaluative information regarding the project. Counties will prepare survey forms for parties and professionals within the family court project to rate or comment on the programming provided.

_____ **Annual Financial Report.** The county will submit an annual financial report on forms provided by and on a schedule determined by the Division of State Court Administration. Financial reports will contain data on personnel and other expenditures and revenue sources. The project will not deviate from its proposed budget without prior written approval from the Division of State Court Administration.

_____ **Project Manual.** Each county will create a manual which will include the written procedures and forms used in the development and daily function of its family court. The

manual should be maintained throughout the project period, with regular additions of new forms or program information as the project develops. A final copy of the manual shall be filed with the Division of State Court Administration at the close of the two-year project period, and updated annually thereafter or as requested by the Division.

_____ **Contact Persons.** The county shall designate a lead family court judge and non-judicial court staff member to serve as liaisons to the Family Court Project Manager. These persons will meet regularly with other key persons in the development of your family court project.

_____ **Local Advisory Board.** The county shall form a local Advisory Board of community professionals to give input and feedback in the development of the family court, and to focus on long term funding for the project.

_____ **Statewide Family Court Meetings.** At least one judicial officer and one family court personnel member shall attend the annual statewide family court meetings sponsored by the Division of State Court Administration.

I agree to abide by the terms and conditions for the use of Family Court funds.

Name of Judge

Signature of Judge

Date

FAMILY COURT APPLICATION
PHASE V

Your application must be received in the office of the Indiana Supreme Court, Division of State Court Administration, **on or before August 1, 2007**, at 115 W. Washington Street, Suite 1080, Indianapolis, IN 46204. You may fax a copy to the attention of Family Court Project Manager Loretta Oleksy at 317.233.6586 or send an electronic copy to loleksy@courts.state.in.us, with an original to follow at the above address. Electronic copies of the application are available on the Family Court Website at www.in.gov/judiciary.

1. County: _____

2. Contact Judge(s)

name: _____

phone: _____

e-mail: _____

3. Court Administrator (or other court staff contact for the application)

name: _____

phone: _____

e-mail: _____

4. Current Judicial Structure and Case Assignment. In an attachment, list all the judicial officers in your county. Briefly state the types of cases each judicial officer most commonly hears, and if any of the judicial officers are limited by local rule or practice from hearing certain types of cases.

5. Basics of Your Family Court Project: Describe in detail your plan for using these funds, including, but not limited to, the purpose and goals of your family court project, the programming you would like to implement to meet those goals, and anticipated outcomes. **All applicant counties must include some aspect of case coordination and/or information sharing regarding multiple-case families as part of their overall programming.**

6. Types of Cases and Family Eligibility. Briefly identify the types of cases and families that will be eligible for your programming. For example, the possible case types might include any or all of the following: JC, JD, JS, JT, JP, DR, PO, AD, GU, MH, Criminal, other. For example, eligible families might include families with at least two pending legal cases, families with complex or repeat custody cases, indigent or pro se families, high conflict families, families with safety issues, families in CHINS cases, families with drug issues.

7. Pro Se Litigants. Does your proposed family court application have any provision for *pro se* litigants? If so, briefly state the provision.

8. Number of Cases or Families. Anticipate the number of cases and families you will be able to serve, and state if there is any need to limit the number of cases.

9. Family Court Rules. Indicate if you will utilize the Family Court Rules created by the Supreme Court exclusively for the use of family court projects. The Rules are available at the Family Court Website and are particularly useful in coordination of multiple-case families.

10. Personnel. Briefly state if you intend to hire new personnel for your family court programming, and/or contract for specific services (such as mediators), and/or to partially or fully reallocate existing court staff to help with your family court programming.

11. Judicial Commitment. Please advise if all of the Judges in the county will actively participate in your family court programming. If all the Judges will not be actively involved, do they endorse the programming?

12. Coordination with other court-related programming. Please indicate below any other court-related programming or grants that exist in your county (*pro se* programming, pro bono programming, GAL/CASA programming, Court Improvement Program grants, or ADR Plan with \$20 increased filing fee pursuant to IC 33-23-6) and briefly state how they will be coordinated with the family court project.

13. Local Advisory Board. Each county selected for a family court grant will form a local Advisory Board of community persons to provide feedback and advice to the family court project. The Board may include key persons from your community, such as local attorneys, government agencies, CASA, service providers, and county council members. Please indicate any preliminary contact that has been made with potential Advisory Board members and how you might use the Advisory Board.

14. Grant Request Amount. State the amount of your grant request per year and whether the request is for single or multiple counties.

15. Budget. Please use the attached budget charts to submit a proposed budget for each of the first two years of your Family Court. Please include a budget narrative to explain details of your budget, including, but not limited to, a description of all employee positions and whether they are anticipated to be full or part time, and a description of the amount and purpose of any proposed contracts for personal services.

For grant period from 1/1/08 to 12/31/08	Family Court	In-Kind	Other	Total
Personnel Costs:				
Employee salaries*(including taxes and benefits)				0
Contracted personal services**				0
Total Personnel Costs	0	0	0	0
Non-Personnel Costs:				
Rent/Utilities				0
Equipment				0
Travel				0
Postage				0
Copying and printing				0
Supplies				0
Training				0
Other expenses (Please specifically list)				0
				0
				0
Total Non-Personnel Costs	0	0	0	0
Total Budget	0	0	0	0

*Please list each position separately and indicate whether full or part time.

**In a separate narrative, please describe each proposed contract's purpose and amount.

For grant period from 1/1/09 to 12/31/09	Family Court	In-Kind	Other	Total
Personnel Costs:				
Employee salaries*(including taxes and benefits)				0
Contracted personal services**				0
Total Personnel Costs	0	0	0	0
Non-Personnel Costs:				
Rent/Utilities				0
Equipment				0
Travel				0
Postage				0
Copying and printing				0
Supplies				0
Training				0
Other expenses (Please specifically list)				0
				0
				0
Total Non-Personnel Costs	0	0	0	0
Total Budget	0	0	0	0

*Please list each position separately and indicate whether full or part time.

**In a separate narrative, please describe each proposed contract's purpose and amount.

16. Additional Comments, if any. Please include any additional comments that you believe would assist the Supreme Court in assessing your county's application for Family Court funds.

17. Certification. I have read the foregoing application and attached proposed budget, and I certify that the statements therein are correct. If awarded a grant under this proposal, I agree to use the funds in the manner outlined in this application.

Name of Judge

Signature of Judge

Date